

**APPENDIX B**  
**PCA CHECKLIST**

**I. BASIC INFORMATION:**

- a. Name of Authorized Project: \_\_\_\_\_
- b. Name of Separable Element: \_\_\_\_\_
- c. CWIS Number: \_\_\_\_\_
- d. Project Report Reviewed by OMB: ☐ Yes ☐ No Any special conditions imposed by OMB? ☐ Yes ☐ No Describe conditions \_\_\_\_\_
- e. Date Chief's Report Transmitted to Congress: \_\_\_\_\_
- f. Authorizing Document: \_\_\_\_\_
- g. Law/Section/Date of Project Authorization: \_\_\_\_\_
- h. Laws/Sections/Dates of Any Post-Authorization Modification: \_\_\_\_\_
- i. PCA Covers: ☐ (1) Authorized Project  
☐ (2) Separable Element  
☐ (1) or (2) plus (for example Locally Preferred Plan) \_\_\_\_\_
- j. Construction New Start: ☐ Budgeted  
☐ Congressional Add
- k. Non-Federal Sponsor(s): \_\_\_\_\_
- l. Project/Separable Element Purpose(s): \_\_\_\_\_
- m. Scheduled date for execution of the PCA: \_\_\_\_\_
- n. Scheduled Advertisement Date: \_\_\_\_\_ Scheduled Award Date: \_\_\_\_\_

**II. PROJECT DOCUMENTS:**

- a. Title/Date/Approving Authority of Project Report Supporting PCA: \_\_\_\_\_
- b. Project Management Plan Approval Date: \_\_\_\_\_

30 Jan 04

c. Mitigation Authorized: \_\_\_ Yes \_\_\_ No Cost of Mitigation \_\_\_\_\_  
 Describe Type of Mitigation and Whether Included in Project Report and PCA: \_\_\_\_\_

d. Current M-CACES Estimate: \$ \_\_\_\_\_ Date Prepared and Price Level: \_\_\_\_\_

e. Section 902 Cost Limit: \$ \_\_\_\_\_ Fully Funded as of 1 Oct FY \_\_\_\_\_

f. Date of Latest Economic Analysis: \_\_\_\_\_

g. Current Economics: BCR \_\_\_\_\_ @ \_\_\_\_\_ % FY \_\_\_\_\_  
 RBRCR \_\_\_\_\_ @ \_\_\_\_\_ % FY \_\_\_\_\_

### III. COST SHARING SUMMARY:

Purpose (s)	Non- Fed Cash	Non-Fed LERRD	Non-Fed Const. Credit	Total Non-Fed Share	Federal Share (%)	Total Project Cost
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Total

a. Projected Credit for Section 215 Work and Date 215 Agreement Signed: \_\_\_\_\_

b. Projected Credit for Section 104 or Other Authorized Creditable Work and Date  
 Work Approved by ASA(CW) or Agreement Addressing Work Signed: \_\_\_\_\_

c. Annual Non-Fed OMRR&R Costs (1 Oct FY \_\_\_\_\_ Price Levels): \_\_\_\_\_

d. Source of Non-Federal Funds: \_\_\_\_\_

e. Source, Amount, & Date of Authorization From Granting Agency for Other Agency  
 Funds (Attach Authorizing Letter): \_\_\_\_\_

f. Status of Obtaining Funds: \_\_\_\_\_

g.. Describe Sponsor's Financial Capability (Attach Documentation Required By ER  
 1105-2-100): \_\_\_\_\_

**IV. FUNDING HISTORY**

a. Construction, General or MR&T Construction Budget and Appropriations History  
for Project/Separable Element:

<u>Fiscal Year</u>	<u>Budget Amount</u>	<u>Appropriated Amount</u>
_____	_____	_____
_____	_____	_____

**V. SPECIAL CONDITIONS**

a. Sub-agreement Required for Sponsor to Perform: \_\_\_ Yes \_\_\_ No Describe the Sub- agreement and How It Relates to the Sponsor's Requirements Under the PCA \_\_\_\_\_

b. As Applicable, Describe the Allocation of Costs Among the Multiple Sponsors: \_\_\_\_\_

c. As Applicable, Describe Special Cost Sharing IAW Section 103(m) or Section 1156, Public Law 99-662: \_\_\_\_\_

d. List and Provide Cost Estimates For Betterments to be Funded by the Sponsor: \_\_\_\_\_

**VI. REVIEW BY NON-FEDERAL SPONSOR AND ITS COUNSEL**

a. Does the non-Federal sponsor concur in the PCA as submitted? \_\_\_ Yes \_\_\_ No

b. Has PCA as submitted, including the Certificate of Authority, been reviewed by the non-Federal sponsor's counsel? \_\_\_ Yes \_\_\_ No

**VII. OTHER REQUIREMENTS:**

a. Attach current Federal/Non-Federal Allocation of Funds Table Using Format Prescribed by Appendix B, ER 1165-2-131.

b. Notify Affected Congressional Delegation, Including Senators' Offices, Once the PCA Has Been Approved for Signature.

**VIII. CERTIFICATION FOR DELEGATED PCA's: YOU MUST ANSWER "YES" TO ALL OF THE FOLLOWING QUESTIONS TO SIGN THE PCA UNDER DELEGATED AUTHORITY.**

**a. PROJECT PLAN**

Has the Project Report (Item IIa) been approved by ASA(CW) or other official to which authority has been delegated? \_\_\_ Yes \_\_\_ No

If there were conditions associated with the approval, have they been resolved with the organizational level attaching the conditions? \_\_\_ Yes \_\_\_ No

If the project to be described in the PCA deviates from the approved project document plan, was it approved by the approving authority? \_\_\_ Yes \_\_\_ No

**b. FUNDING**

Have funds to initiate construction been appropriated? \_\_\_ Yes \_\_\_ No

If funds were added by Congress has guidance been furnished by HQUSACE regarding the scope of the project to be built and any limiting language to be included in the PCA?  
\_\_\_ Yes \_\_\_ No

Does the proposal comply with HQUSACE Congressional add guidance? \_\_\_ Yes  
No \_\_\_

**c. AUTHORITY**

Is authority adequate to complete the project as proposed? \_\_\_ Yes \_\_\_ No

Is the project (GNF cost plus LERRD for navigation projects) cost estimate to be entered into the PCA less than the Section 902 limit (for projects authorized by WRDA 1986 and thereafter)? \_\_\_ Yes \_\_\_ No

**d. ENVIRONMENTAL COMPLIANCE**

Have all applicable environmental requirements been met and clearances received?  
\_\_\_ Yes \_\_\_ No

Dates of Environmental Compliance:

FONSI Signed \_\_\_\_\_ EIS Filed \_\_\_\_\_ ROD Signed \_\_\_\_\_

ESA Sec. 7 Concluded \_\_\_\_\_ CZM Consistency Determination \_\_\_\_\_

401 Certification \_\_\_\_\_ or 404(r) \_\_\_\_\_ 404(b) (1) \_\_\_\_\_

Sec 103 MPRSA Eval \_\_\_\_\_

Sec 106 NHPA (SHPO and/or ACHP) \_\_\_\_\_ USFWS Coord. Act Rpt. \_\_\_\_\_

Clean Air Act \_\_\_\_\_

Have the costs of compliance with the above clearances been adequately defined and included in the project cost estimate to ensure the 902 cost cap is not exceeded and that the sponsor is not required to provide unexpected funds? \_\_\_ Yes \_\_\_ No

**e. FINANCING PLAN**

Has the Project Manager certified that the sponsor has the funds to share in the project costs as required by the PCA? \_\_\_ Yes \_\_\_ No

**f. PCA**

Is the PCA in accordance with the model PCA for this type project? \_\_\_ Yes \_\_\_ No

**g. DISTRICT COUNSEL REVIEW OF PCA**

Has the District Counsel reviewed and approved the draft PCA for legal sufficiency? \_\_\_ Yes (Certification included in PCA package submittal) \_\_\_ No

**IX. PCA NOT DELEGATED FOR APPROVAL: PCA MUST BE SUBMITTED TO HQUSACE FOR ASA(CW) APPROVAL WHEN THERE ARE DEVIATIONS FROM THE MODEL PCA OR THE FOLLOWING APPLY:**

a. If the PCA includes any deviation from the approved model, describe and provide the rationale.

b. If the PCA includes any deviation from the approved Project Report, describe them and the reasons why.

c. If there are issues/controversies that must be resolved to enable the PCA to be signed, describe how and when they will be resolved.

d. If the project is a Congressional add and the PCA covers more than the limit of Federal appropriations, describe why and how this can be recommended.

**X. AUTHENTICATION:**

\_\_\_\_\_  
Project Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
DDE (PM)

Date: \_\_\_\_\_

\_\_\_\_\_  
District Commander

Date: \_\_\_\_\_